

POLICY NO: 4.1.8

NUCLEAR FREE ZONE

OBJECTIVES

To provide guidance to all concerned on the City's position relating to a nuclear free zone, nuclear power stations, use, storage and transport of uranium, nuclear waste.

POLICY STATEMENT

On 24 July 1995 the Council declared:

1. the City of Vincent to be a nuclear free zone;
2. that no nuclear power stations may be built within the City;
3. that no uranium, nuclear waste nor other material connected with the nuclear power industry may be stored or transported in or through the City; and
4. that the City will not be opposed to the responsible use of radioisotopes in hospitals within the City, as it believes the benefits to the users outweigh the risks to the community at large.

Date Adopted:	24 July 1995
Date Amended:	-
Date Reviewed:	22 July 2003, 22 April 2008
Date of Next Review:	April 2013

POLICY NO: 4.1.12

NEWSLETTERS

OBJECTIVES

To guide the Council for the issue of Newsletters to its Ratepayers and Residents.

POLICY STATEMENT

1. That the City issue a minimum of four Newsletters per annum.
2. That the Newsletters be issued during the months of March, June, September and December of each year.
3. That the Newsletter be in a format approved by the Chief Executive Officer after consultation with the Mayor.
4. That the Chief Executive Officer and the Mayor be responsible for the content of the Newsletter. Council Members to be given the opportunity of submitting topics to the Chief Executive Officer, prior to each issue.
5. Where circumstances require, the Chief Executive Officer and Mayor are authorised to issue a special edition of the newsletter to specifically address the matter.
6. All newsletters are to be placed on the City's website, as soon as practicable after their issue.

Date Adopted:	28 April 1997
Date Amended:	22 April 2008
Date Reviewed:	22 July 2003, 22 April 2008, 26 February 2013
Date of Next Review:	February 2018

POLICY NO: 4.1.13

OFFICIAL PHOTOGRAPH – COUNCIL, MAYOR, COUNCILLORS AND SENIOR OFFICERS

OBJECTIVE

To provide a current photographic library of the Council, Mayor, Councillors and Senior Officers and use of photographs.

POLICY STATEMENT

1. Council Photograph

A group photograph of the Council (including Mayor, Councillors and Senior Officers) shall be taken every two years following the Biennial Ordinary Local Government Elections. In the event of an extraordinary election or the resignation of an Council Member or a member of the Executive Team an individual photograph of the appointee will be taken to maintain a current composite.

2. Mayoral Photograph

- (i) A photograph of the Mayor shall be taken, as soon as practicable, after the election of the Mayor.
- (ii) A print should be provided, not less than 500mm x 500mm and suitably framed.
- (iii) A print quality photograph should be provided for use in publications and on the City website.
- (iv) The Mayoral photographs shall be displayed in chronological order of their term of office, in the Council Chamber.
- (v) Where a Mayor is elected for a second or subsequent term, the addition of appropriate wording to recognize the new term(s) shall be included onto the photograph frame.
- (vi) The Mayor is to select from the proof sheet his or her preferred photograph to be used for the official record. The CEO, in liaison with the Mayor, shall select the frame to be used.

3. Individual Photographs

- (i) The proofs of individual photographs are to be forwarded to the Mayor, Councillors and Senior Officers for their selection of the preferred photograph.
- (ii) Should the Mayor, Councillors and Senior Officers not forward advice of their preferred photograph within seven days of receipt of the proofs, the Chief Executive Officer will select photographs of those that have not responded, for inclusion in the composite photograph.

4. Official Photographs

- (i) Official photographs provided by the City shall not be used for electioneering purposes.
- (ii) Official photographs will be used in Council documents (eg Annual Report, Newsletters).
- (iii) Official photographs will (upon request) be provided to the media, by the Chief Executive Officer.

Date Adopted:	4 November 2003
Date Amended:	-
Date Reviewed:	22 April 2008, 26 February 2013
Date of Next Review:	February 2018

POLICY NO: 4.1.14

PRIMARY AND ANNUAL RETURNS

OBJECTIVE

To provide a policy in respect to completion of Primary and Annual Returns in accordance with Section 5.75 and 5.76 of the Local Government Act 1995.

POLICY STATEMENT

1. All Council Members and Senior Officers shall complete Primary and Annual Returns.
2. The following employees shall complete Primary and Annual Returns:
 - Chief Executive Officer;
 - Directors;
 - Managers;
 - Employees with a delegated power or duty;

Date Adopted:	4 November 2003
Date Amended:	-
Date Reviewed:	22 April 2008, 26 February 2013
Date of Next Review:	February 2018

POLICY NO: 4.1.19

**COUNCIL FACILITY – USE OF OTHER THAN PRIMARY
DESIGNATED PURPOSE**

OBJECTIVES

To restrict the use of council owned or controlled facilities for purposes other than for which the facility is designated.

POLICY STATEMENT

That:

1. no City controlled facility be used for any purpose other than its primary designated use, without the prior approval of the Council;
2. any Organiser proposing to conduct a function or event (at a City owned facility) which is likely to adversely impact on residents and ratepayers in the immediate vicinity, shall carry out community consultation, at no cost to the City, to the satisfaction of the Chief Executive Officer;
3. the Council shall give due consideration to the outcome of the community consultation, prior to granting approval for any functions or events.

Date Adopted:	12 February 1996
Date Amended:	-
Date Reviewed:	22 July 2003, 22 April 2008, 26 February 2013
Date of Next Review:	February 2018

POLICY NO: 4.1.34

RELATIONSHIP DECLARATION REGISTER

OBJECTIVES

To establish a confidential Relationship Declaration Register as a means of recognising the relationship status of couples, irrespective of gender.

POLICY STATEMENT

The City of Vincent supports the establishment of a Relationship Declaration Register as a means of recognising the relationship status of couples, irrespective of gender. Under the scheme:

1. Couples living in Western Australia will be able to declare that they are partners and have this declaration recorded in the City of Vincent Relationship Declaration Register;
2. Couples will be required to sign a statement stating that they are making a relationships declaration in good faith and the information they provide is true and accurate;
3. Couples who make a relationship declaration will receive a copy of their declaration in the form of a Certificate from the City of Vincent; and
4. Couples who wish to make a declaration and have this declaration recorded in the City of Vincent Relationship Declaration Register shall agree to comply with the requirements specified in this Policy and Policy Procedure and Guidelines and pay the Prescribed fee.
5. Only Couples over the age of eighteen (18) years may participate in the City of Vincent Relationship Declaration Scheme.

This Policy is to be also read in conjunction with the attached City's Policy Procedures and Guidelines.

Date Adopted:	18 December 2012
Date Amended:	-
Date Reviewed:	-
Date of Next Review:	December 2017

POLICY PROCEDURES AND GUIDELINES

1. INTRODUCTION

- 1.1 The Vincent City Council has adopted the City of Vincent Relationship Declaration Register as a means of recognising the relationship status of couples, irrespective of gender.
- 1.2 Under the program, two people may declare that they are partners and have this declaration recorded in the City of Vincent Relationship Declaration Register.
- 1.3 Applicants will be required to complete an Application form (as shown in Appendix 4.1.34A) and sign a Statement stating that they are making a relationship declaration in good faith and the information they provide is true and accurate.
- 1.4 The City of Vincent Council reserves the right to cease the keeping of the Relationship Declaration Register at any time.
- 1.3 While making a relationship declaration does not confer legal rights in the way marriage does, it may be used in legal proceedings under the following statutes, including but not limited to;

Western Australian Statutes

- (i) Administration Act 1903;
- (ii) Family Court Act 1997;
- (iii) Inheritance (Family and Dependents Provision) Act 1972;
- (iv) Interpretation Act 1984; and
- (v) Property Law Act 1969.

Commonwealth Statutes

- (i) Family Law Act 1975; and
- (ii) Privacy Act 1988.

2. THE RELATIONSHIP DECLARATION

- 2.1 Couples who participate in this program will be able to make the following written declarations before a witness or witnesses:
 - They are a couple or are partners; and/or
 - The length of time they have been a couple or partners; and/or
 - They are mutually committed to sharing their lives together.
- 2.2 Couples who make a relationship declaration will receive a copy of their declaration in the form of a Certificate (as shown in Appendix 4.1.34B) from the City of Vincent.
- 2.3 The relationship declaration will be recorded in the City of Vincent Relationship Declaration Register and issued with a registration number.

3. CONFIDENTIALITY OF DATA

- 3.1 The collection, access and storage of information in connection with the City of Vincent Relationship Declaration Register will be undertaken in accordance with the Privacy Act 1988 (Commonwealth), Privacy Amendment Act 2004 (Commonwealth) and City of Vincent Policy No. 4.1.31 "Privacy Management".
- 3.2 The Register and all related documents will be stored in a secure environment within City of Vincent - Office of the Chief Executive and access will be strictly controlled and primarily limited to the Chief Executive Officer and Personal Assistant.
- 3.3 The City of Vincent Relationship Declaration Register will **not** be made available for inspection by members of the public.
- 3.4 If the applicants consent, the City of Vincent may use the information provided on an Application Form to produce anonymous statistics. By providing this information, applicants consent to it being held and used for this purpose.
- 3.5 Information in the Register will only be made available on demand to authorised public officials, in connection with their legitimate enquiries.
- 3.6 Couples may obtain copies of their own register entry upon presentation of identification, as specified in Clause 5, and payment of the Prescribed Fee.
- 3.7 Should couples wish to make their individual entry available to a third party, they must submit a written request to the Chief Executive Officer.

4. CONDITIONS FOR MAKING A RELATIONSHIP DECLARATION AND RECORDING THE DECLARATION

- 4.1 The making of a relationship declaration is by appointment only and subject to the City of Vincent receiving the completed Application Form with the required documentation and receipt of payment of the Prescribed Application Fee.
- 4.2 Applicants must complete and sign the Application Form to confirm that there are no reasons why they should not make a relationship declaration and have the declaration recorded in the Register.
- 4.3 All documents provided in a foreign language must be translated into English by an authorised translation service.
- 4.4 The City of Vincent reserves the right to ;
 - 4.4.1 Refuse an application to make a relationship declaration; and
 - 4.4.2 Subsequently note on its records of a relationship declaration any information it receives stating that false or misleading information has been provided.

4.5 Applicants who are already legally married or have registered a relationship with another person are not eligible to make a relationship declaration at the City of Vincent.

4.6 All records relating to applicants will be recorded as shown in the documents provided as identification.

5. PROOF OF IDENTITY

5.1 There are number of key documents which Applicants must supply to apply for making a Relationship Declaration. Identification documents are required to be presented before approval can be granted to make a Relationship Declaration, as shown below. One document must show each applicants signature. Only original documents will be accepted - certified copies will not be accepted. Acceptable documents of evidence are any two (2) of the following:

- Birth certificate (not extract);
- Passport;
- Driver licence; and
- Citizenship certificate.

6. AGE

6.1 Persons applying to register must be aged 18 years or over on the date of application.

7. RELATED PERSONS

7.1 Relationships will not be registered if the partners are related, as specified in Section 7.2.

7.2: For the purpose of the City of Vincent Relationship Declaration, a person is related to another person if:

- they are the ancestor or descendant of that person;
- they are the brother, sister, half-brother or half-sister of that person; or
- they are, or have been at any time, the adopted parent or adopted child of that person under any law of any place, whether in or out of Australia, relating to the adoption of children.

8. PREVIOUS RELATIONSHIP DECLARATIONS

8.1 A person who has previously made a relationship declaration on the City of Vincent Register shall not be permitted to make a relationship declaration without first having requested in writing that the termination of the previous relationship be recorded in the Register.

9. RECORDING THE TERMINATION OF A RELATIONSHIP

9.1 The City of Vincent will amend the relationship declarations that individuals have made. Either or both parties to a relationship declaration may request the City of Vincent to record on the Register that the relationship has terminated.

- 9.2 Upon receiving such a request in writing, the Chief Executive Office shall record in the register that it has received notification of the termination of the relationship. Where the notification has been received from one party only, the Applicant shall contact and provide a copy of the Notice of Termination to the other party and provide a copy of such information to the City.
- 9.3 The Chief Executive Office will only amend the details in the Relationship Register, when he/she is satisfied that both parties have consented or been notified of an intention to terminate.

10. LEGAL CONSEQUENCES OF MAKING A RELATIONSHIP DECLARATION

- 10.1 Making a relationship declaration does not change the legal status of the persons making the declaration. However, the fact that two people have made a relationship declaration may be presented as evidence of the existence of that relationship in some legal proceedings.
- 10.2 People contemplating making a relationship declaration should be aware that legal proceedings involving domestic relationships may be commenced under the laws of Western Australia or the Commonwealth.
- 10.3 The City of Vincent recommends that Individuals who want more information about the legal consequences of making a relationship declaration and having it recorded in the City of Vincent Relationship Declaration Register should obtain their own independent legal advice.**

11. PROCEDURE FOR MAKING A RELATIONSHIP DECLARATION

- 11.1 Making an Application
Couples wishing to make a relationship declaration can apply to do so by obtaining a copy of the City of Vincent Relationship Declaration Register Application Form (attached to these Guidelines at Appendix 4.1.34A).
- 11.2 Submitting an Application Form
The Application Form must be completed and signed by both partners making the application and lodged in person at the City of Vincent - Office of the Chief Executive, together with the required original proof of identity documents, as specified in Section 5. Please telephone the Office of the Chief Executive Officer to make an appointment to have your application processed and documents of proof verified. Once the Application Form has been accepted the Prescribed Fee is required to be paid.
- 11.3 Making an appointment
A City Officer will contact the parties within 10 working days of the Application Form being lodged and accepted to schedule an interview. A letter (as shown in Appendix 4.1.34D) will be sent to confirm an appointment for the ceremony.

11.4 Making a Payment

Prior to the Declaration being made, proof of payment of the Prescribed Fee must be provided.

11.5 Pre-Declaration Interview

During the interview, the City of Vincent Chief Executive Officer (or delegate)

- ascertain that both persons who have applied to make the relationship declaration are the actual applicants specified in the Application Form and;
- the Application Form and all the documentation is in order.

11.6 Pre-Declaration Documentation

The Chief Executive Officer shall;

- Arrange for the necessary documentation to be prepared;
- Check the documentation and sign the Certificate; and
- Liaise with the Mayor for the scheduling of the Declaration.

11.7 Making the Declaration

11.7.1 The making of the relationship declaration (as shown in Appendix 4.1.34C) will be short (less than 10 minutes), after which the couple will each receive a signed copy of the Certificate.

11.7.2 At the Declaration, the Mayor or the Chief Executive Officer or delegate (as applicable) shall;

- request that each person sign the Relationship Declaration Certificates;
- witness their signing the Relationship Declaration Certificates.

11.7.3 The officiating person shall sign the Relationship Declaration Certificate at the time of reading the Declaration. The Mayor shall officiate in the first instance, however, the Chief Executive Officer may officiate where the Mayor is unavailable or when requested to do so by the Mayor.

11.7.4 Where appropriate, the Declarations will be carried out on a specific date, each month as this will allow multiple declarations to be done at the same time and will be more easier to co-ordinate.

Ceremony

11.8 The City does not conduct ceremonies in association with the making of relationship declarations.

11.9 Post-Declaration Administration

The Chief Executive Officer shall;

- Arrange for all documentation to be filed in the Confidential Register and file to be held in the Chief Executive Officers Office; and
- Arrange for all electronic records to be securely maintained.

12. PRESCRIBED FEES

12.1 Any person wishing to make a relationship declaration and having the declaration recorded in the City of Vincent Relationship Declarations Register shall pay the Prescribed fee, as determined by the Council. The cost of a replacement copy of a Relationship Declaration Certificate shall be as prescribed by the Council.

12.2 No refund will be made if either person applying to make a relationship declaration decides not to proceed with making the declaration more than thirty (30) days after applying to make the declaration or fails to make the declaration.

12.3 Following an application, if a couple fails to make a relationship declaration, the original Application Form will be retained for a period of sixty (60) days, thereafter will be destroyed by the Chief Executive Officer (or authorised delegate).

12.4 The cost of a replacement Declaration Certificate or a Certified Copy of an entry in the Relationship Declaration Register shall be as prescribed by the Council.

12.5 The Council shall review and adopt their fees on an annual basis.

13. CITY OF VINCENT WEBSITE

13.1 The City will provide information, including an on-line application form, on the City's website.

Further information

For further information on this program or the application process, persons may contact the City of Vincent - Office of the Chief Executive Officer on (08) 9273 6002 or email: mail@vincent.wa.gov.au

POLICY NO: 4.2.11

HONORARY FREEMAN OF THE CITY OF VINCENT

OBJECTIVES

The objective of this policy is to establish the circumstances under which the City of Vincent Council may bestow the title of *"Honorary Freeman of the City of Vincent"* upon individuals who have made an outstanding and exceptional contribution to the City or community.

POLICY STATEMENT

From time to time members of the Vincent community demonstrate outstanding commitment and contribution to the City or community and it is recognised that this contribution should be acknowledged. The Council will do this by, in special circumstances that meet the criteria of this policy, awarding to an individual the title of "Honorary Freeman of the City of Vincent".

The Council will recognise, under appropriate circumstances, individuals who have demonstrated outstanding service to the City or community by awarding the title of Honorary Freeman.

The title of Honorary Freeman is the most prestigious form of honour or recognition that can be conferred by the Council. This honour will therefore be conferred only in rare and exceptional circumstances to maintain both the significance and prestige of the title.

1. Service

The nominee must have given extensive and distinguished service to the City or community that goes beyond local government (e.g. service to other organisations, voluntary and community groups) in largely voluntary capacity. The nominee must have made an outstanding contribution to the City or community such that the nominee's contribution can be seen to stand above the contributions made by most other people.

Bestowing the title of Honorary Freeman of the City will only be by an absolute majority decision of the Council and in accordance with this policy.

2. Nomination Criteria

The following shall be taken into account when consideration is being given to the conferring of the title of Honorary Freeman of the City of Vincent:

- (a) the nominee's exceptional service must be recognised as a matter of public record;
- (b) the nominee must have lived in, worked or served the City of Vincent for a significant number of years (e.g. 20 years or more);
- (c) the nominee must have identifiable and long-standing connections with the community in the City of Vincent;
- (d) the nominee must have provided long and distinguished service to the local community;
- (e) the nominee's endeavours must have clearly benefited the Vincent Community;

- (f) the nominee must have demonstrated both outstanding leadership and personal integrity;
- (g) it shall not be restricted to Council Members or City of Vincent employees;
- (h) preference shall be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation;
- (i) the contribution to the welfare of the community must involve one or more of the following factors:
 - (i) significant contribution of the nominee's time in serving members of the Community for the improvement of their welfare;
 - (ii) the promotion, achievement and/or delivery of community services in which a real personal role and contribution is made;
 - (iii) whilst difficult to define, the contribution must be outstanding in that it can be seen to stand above the contributions of most other persons and
- (j) the title shall not be bestowed on anyone who is holding the office of Council Member of the City of Vincent.

3. Nomination Procedure

- (a) A nomination may be submitted at any time provided that the nomination is in writing and clearly addresses the nomination criteria. The nomination must clearly outline the history of the nominee in chronological order, outlining their history of the community service.
- (b) Nominations must be made in the strictest confidence without the nominee's knowledge.
- (c) A nomination must be sponsored by a Council Member and supported in writing by at least four other Council Members.
- (d) Nominations are to be submitted to the Chief Executive Officer.
- (e) The Chief Executive Officer will submit a confidential report to a Special Council Meeting with details of the nomination.
- (f) The Agenda for the Special Council Meeting shall be delivered at least two weeks prior to the meeting date to all Council Members.
- (g) If a Council Member expresses an objection to the nomination, that Council Member must give their reasons for the objection in writing to the Chief Executive Officer, at least one week before the Special Council Meeting. The Chief Executive Officer shall submit all objections (together with any other relevant information) to the Special Council Meeting.

- (h) No record of the nominee's name shall be recorded in the Minutes of the Special Council Meeting, whether supported or not by the Council.
- (i) In the event Council approves the nomination, it shall be by an Absolute Majority decision.
- (j) Prior to any announcement, the Chief Executive Officer shall make personal contact with the nominee to confirm their acceptance of the honour.

4. Entitlements

Any person declared an Honorary Freeman of the City of Vincent:

- (a) may designate themselves as a "Honorary Freeman of the City of Vincent";
- (b) will be invited to all civic events and functions and be acknowledged as a dignitary;
- (c) will have their photograph hung in the City's Council Chambers;
- (d) will be provided with a plaque to commemorate receipt of their Award; and
- (e) will be conferred at an appropriate civic ceremony for the purpose hosted by the City of Vincent.

5. Limitations on Holders of the Award

- (a) At any one time, a maximum of four living persons only, unless otherwise decided by an Absolute Majority decision of the Council, may hold the title "Freeman of the City of Vincent".
- (b) For avoidance of doubt, the honour shall not be awarded posthumously.

6. Personal Conduct

- (a) A person who has been conferred with the honour of "Honorary Freeman of the City of Vincent" shall display high standards of personal conduct and behaviour at all times and shall not bring the City of Vincent into disrepute.
- (b) The Council reserves the right to cancel the honour, in the event that the holder is convicted of a serious criminal offense or brings the City into disrepute. (Any such decision shall be by an absolute majority decision).

Date Adopted:	9 February 2010
Date Amended:	
Date Reviewed:	
Date of Next Review:	February 2015

POLICY NO: 1.2.6

PLANT AND VEHICLES - SALE OF

OBJECTIVES

To achieve the best possible return for the City on the disposal of surplus plant and vehicles.

POLICY STATEMENT

With the object of securing the highest return for the City consistent with the requirements of the Local Government Act 1995 and Road Traffic Act 1974-82 together with any other relevant legal requirements, the following arrangements currently apply in regard to the disposal of the plant/vehicles indicated below:

1. the light vehicle fleet shall be either sold at a public auction or traded in against the new replacement vehicle.
2. heavy vehicles and mobile plant, as a general practice, shall be either sold at public auction or traded in against the new replacement vehicle/plant.

Date Adopted:	22 September 1997
Date Amended:	26 February 2013
Date Reviewed:	22 July 2003, 22 April 2008, 26 February 2013
Date of Next Review:	February 2018

POLICY NO: 1.2.7

LOAN OF CITY ITEMS

OBJECTIVES

The conditions on which certain items may be made available as a public service to voluntary organisations working within the City.

POLICY STATEMENT

The City will provide items such as barricades, free of charge to voluntary organisations working within the City, subject to the availability of the items. Machinery or tools are not to be loaned.

The period of the loan of any of the equipment in question shall not be in excess of two weeks.

If the organisation collects and returns the equipment there will be no charge, however, an appropriate bond of an amount equal to 50% of the estimated value of the equipment shall be lodged with the City to cover any possible damage or loss. Furthermore, if the organisation requires the City to supply, erect and collect the equipment after its use, the City's costs incurred in undertaking this work, shall be borne by the borrower and be payable in advance.

Date Adopted:	22 September 1997
Date Amended:	22 July 2003
Date Reviewed:	22 July 2003, 22 April 2008, 26 February 2013
Date of Next Review:	February 2018

POLICY NO: 1.2.11

**PARENT AND CITIZENS' ASSOCIATIONS -
FINANCIAL ASSISTANCE**

OBJECTIVES

To identify the City's attitude on applications and enquiries from Parent and Citizens' Association for financial assistance for the development of the school grounds.

POLICY STATEMENT

It is the City's belief that it is not its function to lend money for the development of school grounds, and further, that no work of this nature should be carried out by the City unless the estimated cost is paid in advance.

In view of the above, the City is unable to make loans for the development of school grounds.

Date Adopted:	23 June 1997
Date Amended:	-
Date Reviewed:	26 August 2003, 22 April 2008, 26 February 2013
Date of Next Review:	February 2018